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RULES & CONSTITUTION

1. CLUB NAME:

The club will be known as ASFORDBY AMATEURS JUNIOR & YOUTH FOOTBALL CLUB.

2. OBJECTIVES:

The object of the club is to promote the enjoyment of sport through Mini Soccer & Association Football at a number of ages, notably from under 6's through to Youth Football, and to maintain the levels of high standard we have in place at present, to enable us to remain a Charter Standard Club. This is to be done through our landlords, to arrange competitive matches in a safe environment & in accordance with the F.A. and the Clubs own Child Protection Policies. To form lasting friendships and from time to time arrange Social Events for the enjoyment of all associated with the club.

3. RULES:

These Rules form a binding agreement between ALL involved with the Club.

4. REGULATIONS:

The Club shall have the status of a Charter Standard Club and an Affiliated Member Club of the Football Association by virtue of its affiliation to the Football Association. The Rules and Regulations of the Football Association Limited and Parent County Association and any League or Competition to which the Club is affiliated for the time being, shall be effective without prior approval by the Club. No alteration to the Club Rules shall be effective without prior approval by the Club Committee, and any Rule changes will then only be made at an AGM or EGM. Any proposed changes must be submitted in writing to the Club Secretary 28 days prior to the date of the EGM or AGM.

Any person(s) associated with Asfordby Amateurs Junior & Youth Football Club will also abide by the Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy, along with Asfordby Amateurs Junior & Youth Football Club's own Parent's Charter.

A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the Members present.

The dissolution shall take effect from the date of the resolution and the Members of the General Committee shall be responsible for the winding up of the assets and liabilities of the Club.

Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to a Parent Association (which in the event of dissolution, will be duly formed) who shall determine how the assets shall be utilized for the benefit of the game. Alternatively, such assets may be disposed of in such other manner, as the Members of the Club with the consent of the Parent Association shall determine.

5. CLUB MEMBERSHIPS:

The Club Members and Signed On players shall be those persons listed on the Club Register. This Register will then be held and maintained by the Club Secretary.

Membership is open to any Junior / Youth invited to play football for the above-mentioned Club. Parents will be encouraged to become involved in Club events.

These Members will be expected to adhere to the Rules & Constitution laid down by the above-mentioned club.

The definition of Members includes: The Players / The Parent(s) / Guardian(s) who are on the Club Secretary's Register and are associated with the above mentioned Football Club.

The Football Association and Parent County Association shall be given access to the Membership Register on demand.

6. SIGNING ON FEE:



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President - Mr. Eric Warren

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An annual fee, payable by each registered player shall be determined at the AGM. Fees shall not be repayable. The signing on fee for the 2008 / 2009 Season shall be £20.00 per player.

Any player joining the club once the season has commenced will be expected to pay the signing on fee worked out on a pro rata basis.

The Club Committee shall have the authority to levy further contributions from the Members as are reasonably necessary to fulfill the objects of the Club.

Any late payments of fees will be dealt with at Committee level.

7. THE COMMITTEE:

The Officers of the Club shall consist of - CHAIR-PERSON, VICE CHAIR-PERSON, GENERAL SECRETARY, CLUB CO-ORDINATOR, MINUTES SECRETARY, TREASURER, CLUB WELFARE OFFICER, MANAGERS REPRESENTATIVE, 1 FUND RAISING REPRESENTATIVE and 2 GENERAL COMMITTEE MEMBERS.

These Officers collectively will be called the GENERAL COMMITTEE. No one person shall hold more than one post at any one time, except under exceptional circumstances.

The Committee shall also be directed by a minimum of 7 persons being present at meetings. At any meeting held, the CHAIRPERSON will always have the casting vote.

The General Committee shall have the following powers:

With due consultation, to dispose of or acquire assets as it deems fit.

To suspend or expel any Manager, Member or Officer deemed guilty of bringing the Club into disrepute with the Football Association and of the conduct prejudicial to the good name of the Club. All formal complaints MUST be submitted to the General Committee, through the Secretary, in WRITING ONLY.

To act upon all information acquired, and to report on all changes to its Members.

To fill any vacancy arising at the AGM or through resignations.

To ensure that all Members of the General Committee and Managers, are fully paid up Members of Asfordby Amateurs Social Club. To determine Club Publications.

No such Publications, with the exception of match reports to either the local press or the Official League Press Officers will be permitted, unless sanctioned by the General Committee.

The Officers and the General Committee shall be elected at the AGM, which will be held in the Close Season. An EGM may be called with fourteen days notice by anyone associated within the Club. This request must be in writing to the Club Secretary. (Any such request will be at the General Committee's discretion.)

Communication between Members concerning Club issues will not be made after 9pm except in an extreme emergency. General Committee Members of Asfordby Amateurs Junior & Youth Football Club will not be associated with or be Members of any other Junior Football Clubs' Committee.

g) COMMITTEE DECISIONS: The General Committee, whose decision shall be final and binding, shall deal with any matters not covered by these forgoing Rules.

h) All Committee Members must sign and return back to the Secretary the tear off slip attached to their copy of the Rules & Constitution.

8. MEETINGS:

Meetings shall be held on regular basis with a minimum of 6 meetings per year and decisions will be made by a simple majority vote, except for:

a) Any winding up of the Club and disposal of assets will be decided at an AGM or EGM and only when a majority vote of two thirds of the General Committee has been achieved.

b) Before any Member is suspended or expelled from the Club, the Member shall have the right of appeal to the General Committee in writing within 14 days of their grievance, where a majority of two thirds of the committee will then be required to make a final decision, unless it is a Child Protection issue. This then becomes the sole responsibility of the Senior Child Protection Officer whose decision will be deemed as final in accordance with the FA and the Clubs Child Protection Policies.

c) The Committee will receive a balance sheet at every meeting and review the Central Funds.

d) All items for the Agenda must be submitted to the CHAIRPERSON 7 days prior to a meeting.

e) All AOB must be submitted to the CHAIRPERSON 48 hrs prior to a meeting.



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- f) It is expected that Committee Members attend ALL meetings. Any Member not attending 3 CONSECUTIVE MEETINGS shall be deemed to have RESIGNED FROM THEIR POSITION.
- g) Meetings will be always be minuted, and all issues raised will remain CONFIDENTIAL unless discussed otherwise.

9. INSURANCE:

The Club will provide insurance as follows: Personal Accident cover for all teams, Public Liability cover for all its Members and Public Indemnity to cover Players and Managers. Included in the Insurance will also be cover for Players travelling from the Clubs' home ground to and from matches.

A Copy of the insurance will be held by each Manager and also be on show in the entrance to Asfordby Amateurs Social Club.

10. AUDITS:

The Committee shall appoint an auditor each year and shall require that all annual statements of accounts be made up by 31st March each year and submitted to the Auditor. An Annual Balance Sheet shall be made available seven days prior to the AGM and to the Football Association & relevant leagues on demand.

11. CODE OF CONDUCT:

As previously mentioned, the Club will adopt the Football Association's Code of Conduct along with the F.A's and our own Child Protection Policy, as well as insisting that where changing rooms are used, at least two responsible adults will be present

12. PARENTAL / MANAGERIAL RESPONSIBILITY

- a) All Parent(s) / Guardian(s) will sign, return and abide by the Club's Parents Charter and Rules & Constitution.
- b) Any Parent / Guardian not willing to sign the above mentioned forms will result in their child not being eligible to play football for the above-mentioned Club.
- c) It is the Parent(s) / Guardian(s) responsibility to reimburse the above-mentioned Club for any fine / penalty incurred by their child or themselves whilst playing or attending competitive football or associated activities under the Asfordby Amateurs Junior & Youth Football Club banner - where the Laws of the game are infringed.
- d) Our landlords insist that at all times, minors using the Social Club's facilities during or outside of training and match times, will be accompanied by their Parent(s) / Guardian(s).

13. TEAM MANAGERS

- a) It is compulsory that ALL team Managers attend and AGM / EGM.
- b) A Manager will only be responsible for the players under his/ her supervision during the said training and match times. Outside of these times the responsibility transfers solely back to the Parent(s)/ Guardian(s) unless by prior arrangement
- c) All Managers will be approved and appointed by the General Committee.
- d) As a Club, we fully support the development and funding of Team Managers in fulfilling their role. However, if any Team Manager leaves Asfordby Amateurs Junior & Youth Football Club within 12 months of gaining their qualification, they will repay the course fee back to Asfordby Amateurs Junior & Youth Football Club pro rata. The General Committee will only look at exceptional circumstances to this rule.
- e) The General Committee will deal with misconduct of any form by a Team Manager, unless it is a Child Protection issue. This then becomes the sole responsibility of the Senior Child Protection Officer whose decision will be deemed as final in accordance with the FA and the Clubs Child Protection Policie
- f) Our landlords insist that ALL Managers will be fully paid up Members of Asfordby Amateurs Social Club.
- g) If a Team Manager leaves or is asked to leave, all Asfordby Amateurs Junior & Youth Football Club equipment, property and funds will be returned to the Club Secretary within 14 days.
- h) All kit and equipment remains the responsibility of the Team Managers throughout the season. If at the end of the season kit or equipment is missing or damaged - unless through general wear & tear - the Team Manager will replace the said items.
- i) It remains the Manager's responsibility to endeavour to cover all training and match costs - if the Manager is aware that training costs will not be covered - the training session must be cancelled. Cancellations can be made with the Social Club up to 1



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hour before a session would be due to start at no cost to Asfordby Amateurs Junior & Youth Football Club, although the Social Club prefer longer notice.

j) All monies taken through training, matches and Asfordby Amateurs Junior & Youth Football Club associated events are deemed to be part of the Club's financial accounts. It is the Managers' responsibility to look after their team's financial affairs and to ensure that such monies along with the Managers balance sheets are paid in full, this needs to be at the end of each month to the Club Treasurer.

k) All Managers' will sign and return back to the Secretary the tear off slip attached to their copy of the Rules & Constitution.

l) It is the Managers' responsibility to ensure all admin is correct. However if an error occurs which incurs a fine, as a gesture of goodwill, Asfordby Amateurs Junior & Youth Football Club will pay the FIRST fine only. Any further fines / penalties will be paid back to the above-mentioned Club by the relevant Team Manager.

m) All Managers will be expected to conduct themselves in an appropriate manner in accordance with the FA, League, Child Protection Laws and the Clubs' Rules & Constitution. Any fines / penalties incurred by breaking the said Rules and bringing the above-mentioned Club into disrepute will be paid for by the relevant Manager.

n) All Team Managers and Referee's allocated by the Manager will be expected to satisfactorily complete a CRB check. A list and certificate copies, of all persons completing such a check will be held with the Club Secretary, and the Club Welfare Officer.

o) In ALL Club events where we are raising money for the Club, total involvement and support is expected from the Managers.

14. PLAYERS :

- a) All Players representing the above - mentioned Club will be expected to understand and adhere to the Laws of the Game.
- b) All Players will conduct themselves in an appropriate manner so not as to bring the Team / Club into disrepute.
- c) All Players will respect and abide by the decision of the Referee and their Team Manager.
- d) All Players will sign, return and abide by the Club's Players Charter.



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